

FINANCIAL SERVICES



MISSION STATEMENT

The Financial Services Department is committed to quality and excellence ensuring the financial integrity of the City and its related agencies while providing efficient, courteous service.

ABOUT FINANCIAL SERVICES

The Financial Services Department is responsible for providing quantitative financial information as well as qualitative fiscal management of City funds. This enables the City Council, City departments and agencies to make informed decisions on the allocation of available resources through the careful analysis of revenues and expenditures. The department also maintains a balanced City budget, and provides the City's financial condition and the results of its operations in the fiscal year-end Comprehensive Annual Financial Report (CAFR).

The department provides a wide range of services including budget, purchasing, accounts receivable and revenue collection, fixed asset management, payroll, accounts payable, accounting, deferred compensation administration, Public Employees' Retirement System (PERS) reporting, debt management, and internal audit management.

OBJECTIVES

The Financial Services Department closely adheres to the City Council's adopted Financial Policies and administers the City's fiscal operations in conjunction with the City's Ten-Year Strategic Plan Goals. These include maintaining a balanced operating budget for all governmental funds, monitoring all proprietary funds to ensure that they remain self-supporting, maintaining appropriate reserves, and complying with all bond covenants. The City and its related agencies bonded indebtedness will continue to be monitored including debt service payments, bondholder relations, arbitrage coordination, continuing disclosure requirements and internal controls.

The Department will comply with the changes in reporting requirements and adhere to the principles of the Governmental Accounting Standards Board (GASB). Staff will provide ongoing training and support to City employees in the Oracle financials module and maintain a high level of customer service to the other departments, residents and businesses.

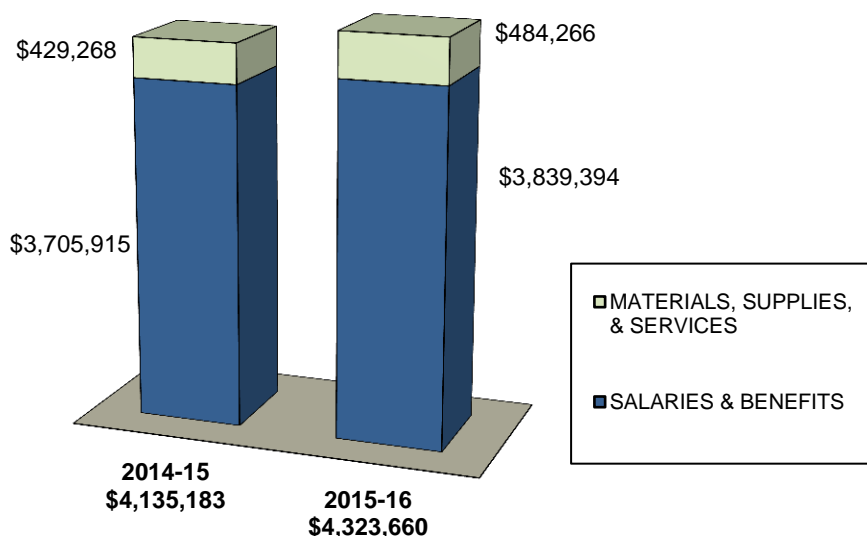
The Department will continue to produce an award winning Annual Budget, CAFR and Capital Improvement Program (CIP) Budget that is recognized by both the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO).

DEPARTMENT SUMMARY

	EXPENDITURES 2013-14	BUDGET 2014-15	BUDGET 2015-16	CHANGE FROM PRIOR YEAR
Staff Years	31.800	32.800	32.800	
Salaries & Benefits	\$ 3,702,253	\$ 3,705,915	\$ 3,839,394	\$ 133,479
Materials, Supplies, Services	511,419	429,268	484,266	54,998
TOTAL	\$ 4,213,672	\$ 4,135,183	\$ 4,323,660	\$ 188,477



DEPARTMENT SUMMARY



2014-15 WORK PROGRAM HIGHLIGHTS

- Adopted a balanced budget totaling approximately \$650 million.
- For the 23rd year in a row, the City received the Government Finance Officers Association's (GFOA's) Distinguished Budget Presentation Award for FY 2014-15. This is the highest form of recognition in governmental budgeting.
- The City's FY 2014-15 Adopted Annual Budget and Capital Improvement Program (CIP) Budget received the Excellence in Operating Budget Award and Excellence in Capital Budget Award by the California Society of Municipal Finance Officers (CSMFO).
- For the 31st consecutive year, the Comprehensive Annual Financial Report (CAFR) received the GFOA's annual national achievement award.
- Received the 2014 Achievement of Excellence in Procurement (AEP) award through the National Procurement Institute (NPI).
- In collaboration with the Information Technology Department and Burbank Water and Power, implemented the Hyperion Public Sector Planning and Budgeting (PSPB) software as part of Phase 4 of the Burbank Oracle Systems Support (BOSS) project.
- Worked with the Successor Agency and Issued a Tax Allocation Refunding Bond - Series 2015 that refinanced a series of bonds previously under Fund 201 (Golden State Debt Service), Fund 202 (City Centre Debt Service), Fund 203 (West Olive Debt Service), Fund 204 (South San Fernando Debt Service) and Fund 207 (Community Facilities District No. 20015-1).
- Implemented a reorganization of fund management for the Accounting division.
- Produced spendable fund balance reports to assess the fiscal health of City funds by ongoing periodic reviews. This includes evaluating fund performance based on cash flow, asset/liability valuations and reserves, and addressing legislative risks that may affect future revenues and increasing expenditures.
- Completed the documentation of internal controls policies and procedures for the Finance Department. Internal controls are required to ensure appropriate safeguards are in place to protect tax payer dollars.
- Coordinated the audits for the Transient Occupancy Tax and Transient Parking Tax to ensure compliance with the City's code and ordinances.
- Updated Citywide Administrative Procedure for Petty Cash to improve the use and appropriateness of small dollar amount payments.
- Created a collections desktop manual to formally document collection processes and procedures and provide guidelines to staff.
- Created a Citywide Administrative Policy for debt write-off on aged accounts.
- Implemented Paperless Purchasing to issue purchase orders digitally to vendors and other departments, thereby increasing efficiency and reducing cost.
- Completed citywide evaluation and testing of Multi-Functional Printing (MFP) for City departments to issue a new contract for the City.
- Completed final implementation of E-Procurement process to receive bids over \$100,000 electronically.



2015-16 WORK PROGRAM GOALS

- Submit an award winning Comprehensive Annual Financial Report (CAFR), Budget and CIP.
- Earn the 2015 Achievement of Excellence in Procurement (AEP) award through the National Procurement Institute (NPI).
- Maintain a balanced City budget and update the 5-year financial forecast to address any future projected budget shortfalls and forecast within + or - 3% of actual results.
- Monitor CalPERS pension costs and incorporate the fiscal impact into the Budget and the five-year financial forecast.
- Update and monitor spendable fund balance reports for City funds on an ongoing basis.
- Coordinate internal controls evaluation and documentation for Management Services and City Treasurer's Departments to ensure appropriate internal controls and safeguards are in place.
- Review outstanding citywide debt obligations for potential interest savings.
- Coordinate Transient Occupancy Tax and Transient Parking Tax audits and other special audits.
- Implement any newly issued Governmental Accounting Standards Board (GASB) pronouncements, specifically GASB 68. Following GASB helps assure the public and the financial community that the City's finances are being handled competently.
- Monitor appropriate accounting policies and procedures for the former Redevelopment Agency and its Successor Agency and determine its fiscal impact to the five-year financial forecast.
- Meet all required reporting for State, Federal and other governmental agencies and submit the annual State Controller's Report.
- Provide staff with cross-training opportunities and an in-depth review of the CAFR.
- Fully implement and conduct citywide training on the new Petty Cash Administrative Procedure.
- Formalize citywide policies and procedures for Continuing Bond disclosure requirements.
- Work with the City Attorney's Office to formalize a citywide Fraud Policy.
- Encourage increased use of the Employee Self Service feature of Oracle by implementing Self Service training during new employee orientations and schedule one training session per quarter for current employees.
- Initiate Employee Self Service for Timecard Entry for the Financial Services and Information Technology Departments.
- Explore alternatives and evaluate options to reduce paper printouts of employee biweekly Statement of Earnings.
- Incorporate the newly implemented Oracle Hyperion Public Sector Planning and Budgeting module into all phases of the budget process, beginning with three weeks of user training in Summer 2015. The new software will provide more accurate financial forecasting, enhanced reporting capabilities and improved interdepartmental coordination of the Budget and CIP development process.
- Implement OpenGov, a cloud based financial data and analysis platform that allows local governments to share financial data and analysis with the public. This will increase transparency and provide more accessible financial information for the Burbank community.
- Issue an Administrative Procedure covering departmental billing and collections responsibilities as well as the timeline and process for referring delinquent accounts to Financial Services for advanced collection efforts.
- Create a training manual for the Oracle Advanced Collections module.
- Review telecommunications Utility Users' Tax (UUT) receipts to ensure City receipt of UUT revenue from prepaid wireless plans as mandated by newly enacted state law (AB 1717).
- Issue an Administrative Procedure implementing new processes ensuring the City receives all grant revenues to reimburse for project related expenditures.
- Work with City Attorney's Office to update the Purchasing Code to increase transparency, reflect changes in technology and City structure and make the Code consistent with the City Charter.
- Update the Administrative Procedures for Purchasing and the Disposition of Personal Surplus Property.
- Complete the roll-out of new MFP equipment to all City Departments.

Accounting/Administration Division

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The Accounting/Administration Division is responsible for the development, implementation, and maintenance of effective financial accounting systems and controls. The Division provides for management control over the City's financial operations by ensuring the ability to present fairly, and with full disclosure on a timely basis, the financial position of the City. This division is responsible for the development of long range financial planning and fiscal support functions to other City departments and other responsible agencies. Payroll, debt management, deferred compensation/PERS reporting, accounts payable, accounting and financial reporting, as well as managing of internal audits are handled in this division.

OBJECTIVES

- Complete month-end closings of all Oracle financial modules in a timely manner.
- Issue the June 30, 2015 Comprehensive Annual Financial Report (CAFR) that meets the GFOA award program guidelines for excellence in financial reporting.
- Coordinate Annual Financial Audit with outside auditors.
- Provide initial and ongoing training for all Oracle Financial users.
- Complete State Controller's Reports, Street Reports, and Comprehensive Annual Financial Reports (CAFR's) within applicable deadlines.
- Work with Information Technology to implement on-going enhancements for the Enterprise Resource Planning (ERP) system.
- Work with other departments to update and maintain a five-year cash flow analysis for Refuse, Sewer, Golf, Gas Tax, Parking Authority, Transportation funds, Housing funds, and Internal Service funds.
- Issue all employee and vendor tax statements accurately and within applicable deadlines.
- Perform system requirements documentation with the Information Technology Department.
- Facilitate debt administration for all bond issues.
- Enhance interdepartmental communications and customer service through ongoing training and department meetings.
- Coordinate the City's Internal Audit Program.
- Update monthly spendable reports of most funds.
- Utilize technology to enhance the presentation of the CAFR.
- Ensure all employee and vendor payments are processed on time and in compliance of City, State and Federal requirements.
- Ensure all biweekly, quarterly and annual tax remittances and report filings are completed accurately and on time.

CHANGES FROM PRIOR YEAR

Funds in the amount of \$2,500 are budgeted for reporting requirements under GASB 68 mandating employers to recognize a liability as employees earn their pension benefits. Reporting services will be provided by CalPERS.

Accounting/Administration Division

001.FN01A



		EXPENDITURES FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	CHANGE FROM PRIOR YEAR
STAFF YEARS		16.800	17.800	17.800	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,372,562	\$ 1,430,479	\$ 1,487,061	\$ 56,582
60006	Overtime	430	5,000	5,000	
60012	Fringe Benefits	289,592	289,886	267,578	(22,308)
60012.1008	Fringe Benefits - Retiree Benefits	522	9,000	8,964	(36)
60012.1509	Fringe Benefits - Pension	281,388	296,206	321,405	25,199
60012.1528	Fringe Benefits - Workers Comp	54,417	21,499	20,095	(1,404)
60015	Wellness Program	225			
60022	Car Allowance	4,505	4,488	4,488	
60027	Taxes Non-Safety			21,562	21,562
60031	Payroll Adjustment	13,235			
		2,016,876	2,056,558	2,136,153	79,595
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Other Professional Services	\$ 211,622	\$ 190,832	\$ 193,332	\$ 2,500
62170.1001	Temporary Staffing	7,608			
62300	Special Departmental Supplies	6,650	6,200	6,200	
62310	Office Supplies	34,981	10,424	9,624	(800)
62420	Books & Periodicals	1,350	860	860	
62440	Office Equip Maint & Repairs	390	200	200	
62455	Equipment Rentals	10,404	11,200	12,000	800
62700	Memberships & Dues	1,334	1,469	1,469	
62710	Travel	4,957	4,629	4,629	
62755	Training	10,024	4,181	4,181	
62895	Miscellaneous	1,450	1,625	1,625	
NON-DISCRETIONARY					
62470	F533 Office Equip Rental	634	634	634	
62485	F535 Comm Equip Rental	19,129	16,907	16,907	
62496	F537 Computer Equip Rental	19,694	22,264	54,204	31,940
		330,227	271,425	305,865	34,440
PROGRAM TOTAL		\$ 2,347,103	\$ 2,327,983	\$ 2,442,018	\$ 114,035

Budget/Purchasing/Revenue Division

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This Division is made up of three sections. The Budget Section's main function includes the preparation, development and publication of the Annual Adopted Budget and the Capital Improvement Program (CIP) budgets. The Budget staff works with all City departments in obtaining revenue estimates, analyzing expenditures and assisting on budget amendments during the fiscal year. The Budget Section submits a Proposed Budget document to Council for review prior to adoption. This section also provides reports regarding the financial status of the City during the fiscal year.

Purchasing provides centralized control over the issuance of purchase orders and contracts with respect to the procurement of goods and services, and provides administrative management of the City's procurement card program.

The Revenue Section is responsible for managing the revenue operations of the City by monitoring the City's major revenues, such as Sales Tax and Property Tax. It is also responsible for the City's billed receivables, including the collection of citywide delinquent accounts. This section also handles grants management and revenue forecasting.

OBJECTIVES

- Prepare, publish and maintain a balanced Annual Operating and CIP Budget.
- Anticipate potential economic impacts from changing conditions, State budget impacts to Burbank, State and Federal legislation to the City, and recommend and/or take measures to mitigate or minimize those impacts.
- Coordinate the annual cost allocation plan.
- Prepare the annual update of the Burbank Fee Schedule.
- Provide ongoing training to all departments on the Oracle Purchasing and Accounts Receivable modules.
- Enhance interdepartmental communications and customer service through ongoing training and department meetings.
- Support Citywide purchasing needs by assisting departments in preparing bid specifications and request for proposals as well as negotiating contract terms.
- Provide the City Manager and City Council ongoing status reports on the City's financial condition.
- Administer the City's billed receivables and maintain the collection of delinquent accounts for all departments.
- Provide departments with analytical support for special studies such as revenue analysis for proposed new fees and funding sources.

CHANGES FROM PRIOR YEAR

Additional funds in the amount of \$5,000 are included to cover fees for the preparation of a supplemental utility cost plan related to public safety and right of way street costs.

Staffing changes have been implemented to better reflect the department's operations. These adjustments are cost neutral.

Budget/Purchasing/Revenue Division

001.FN02A



		EXPENDITURES FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	CHANGE FROM PRIOR YEAR
STAFF YEARS		15.000	15.000	15.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,147,033	\$ 1,150,373	\$ 1,188,663	\$ 38,290
60006	Overtime	573	500	500	
60012	Fringe Benefits	246,984	239,672	222,872	(16,800)
60012.1008	Fringe Benefits - Retiree Benefits	418	7,500	7,470	(30)
60012.1509	Fringe Benefits - Pension	233,057	237,425	252,920	15,495
60012.1528	Fringe Benefits - Workers Comp	41,689	13,887	13,580	(307)
60027	Taxes Non-Safety			17,236	17,236
60031	Payroll Adjustment	15,623			
		1,685,377	1,649,357	1,703,241	53,884
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Other Professional Services	\$ 100,588	\$ 98,198	\$ 103,198	\$ 5,000
62170.1001	Private Contract Serv-Temp Staff	23,038			
62300	Special Departmental Supplies	4,656	4,128	4,578	450
62310	Office Supplies	6,036	6,800	6,350	(450)
62420	Books & Periodicals	25	100	100	
62440	Office Equip Maint & Repairs		200	200	
62455	Equipment Rentals	10,556	10,600	10,600	
62700	Memberships & Dues	1,350	1,670	1,670	
62710	Travel	2,836	3,090	3,090	
62755	Training	4,082	4,180	4,180	
62895	Miscellaneous	773	850	850	
NON-DISCRETIONARY					
62220	Insurance	12,642	13,234	9,263	(3,971)
62470	F533 Office Equip Rental	647	647	647	
62485	F535 Comm Equip Rental	5,687	5,027	5,027	
62496	F537 Computer Equip Rental	8,276	9,119	28,648	19,529
		181,192	157,843	178,401	20,558
PROGRAM TOTAL		\$ 1,866,569	\$ 1,807,200	\$ 1,881,642	\$ 74,442

FINANCIAL SERVICES

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS 2013-14	STAFF YEARS 2014-15	STAFF YEARS 2015-16	CHANGE FROM PRIOR YEAR
Account Clerk	4.800	4.800	4.800	
Accountant	2.000	3.000	3.000	
Accounting/Audit Manager	1.000	1.000	1.000	
Administrative Analyst I	1.000	1.000	1.000	
Administrative Analyst II	2.000	2.000	2.000	
Administrative Officer	1.000	1.000		-1.000
Budget Manager			1.000	1.000
Buyer I	1.000	1.000	2.000	1.000
Buyer II	2.000	2.000	1.000	-1.000
Deputy Fin. Services Director	2.000	2.000	2.000	
Executive Assistant	1.000	1.000	1.000	
Financial Services Director	1.000	1.000	1.000	
Financial Systems Manager	1.000	1.000	1.000	
Grants and Revenue Manager	1.000	1.000	1.000	
Intermediate Clerk	2.000	2.000	2.000	
Payroll Technician II	1.000	1.000	1.000	
Principal Accountant	1.000	1.000	1.000	
Purchasing Manager	1.000	1.000	1.000	
Senior Accountant	1.000	1.000	1.000	
Senior Administrative Analyst	2.000	2.000	2.000	
Senior Clerk	1.000	1.000	1.000	
Senior Collections Specialist	1.000	1.000	1.000	
Supervising Account Clerk	1.000	1.000	1.000	
TOTAL STAFF YEARS	31.800	32.800	32.800	